



We invite applications for the position of:
**ENVIRONMENTAL SUSTAINABILITY ANALYST
(HOURLY, LIMITED TERM)**

\$35.48 to 43.49 per hour depending on qualifications

Deadline is Monday, December 14, 2015

Limited Term Assignment: January through June 2016, up to 29 hours per week

About the City of Mountain View

We are a passionate team of professionals engaged in providing excellent service to the community. The City of Mountain View is a progressive, full-service city that operates under the Council-Manager form of government. The City is just over 12 square miles and is home to approximately 75,000 residents. The City provides an excellent environment for professional growth. This position provides an opportunity to interact with various departments within the City, working on challenging projects within a high-performing and supportive work environment.

The Opportunity

You will join a dynamic and professional work environment, supporting the City's Environmental Sustainability program. The Environmental Sustainability Analyst will interact with members of the public, conduct research, perform data analysis, write reports, conduct outreach, and potentially attend off-site meetings. The position is paid but non-benefited, requiring 29 hours per week from mid-late January 2016 through the end of June 2016. Flexible scheduling and, if applicable, college/university credit, may be provided.

Responsibilities

- Conduct cost-benefit analysis on a collection of carbon reduction strategies and actions, working with other city staff to identify cost, level of effort, timeline, staff capacity, and carbon reduction potential of these strategies and actions.
- Research and recommend a high-profile Environmental Sustainability Action Plan (ESAP) that prioritizes carbon-reduction strategies and actions for implementation over three years. Assist with preparing council reports, setting up and attending Council/community meetings, and incorporating changes into the ESAP.
- Assist with implementing specific actions contained in the ESAP, as appropriate.
- Research, recommend and implement a sustainability outreach campaign focused on encouraging behavior change and property upgrades among residents and businesses. Perform web site updates and strengthen our social media presence.
- Work with city staff to gather data, track metrics, and report on the City's sustainability progress.
- Support efforts associated with performing energy efficiency and renewable energy improvements to city buildings.
- Research and recommend Smart City improvements.
- Support the City's participation in a regional Community Choice Energy (CCE) program, as needed.
- Apply for grants, as needed.
- Work on other projects as assigned.

Qualifications

- You have a Bachelor's degree in Environmental Studies/Science, Business or Public Administration, Economics, Communications, or related field, with a minimum of 3 years of related work experience. Ideally you have a Master's degree in one of these fields, with hands-on experience in project management, data analysis, and communications/outreach.
- You have passion for the field of environmental sustainability, and have direct work experience in this field, either in a public agency, non-profit organization, or private company, with specific knowledge of carbon-reduction strategies and actions.
- You enjoy research, and possess strong skills around compiling, analyzing, and interpreting data. Ideally you have performed Cost-Benefit analysis comparing the financial viability and attractiveness of various projects, and are skilled with Microsoft Excel. Bonus points if you are familiar with lifecycle cost analysis and can calculate net present values.

- You have strong verbal and written communication skills, particularly the latter. Ideally you have created or implemented a marketing and/or outreach campaign for one or more projects, including web site and social media elements.
- You enjoy working in a team environment and taking initiative.
- You will uphold the City's code of ethics and organizational mission.
- You possess a valid California Driver's License.

What We Offer

- Professional experience in a work environment that will sharpen your project management, research, data analysis, employee engagement, outreach, and communication skills.
- Direct, hands-on experience in environmental sustainability, helping one of Silicon Valley's leading cities evaluate and prioritize carbon-reduction activities and conduct outreach to the residential and business communities to drive behavior change and property upgrades.
- Access to a network of professionals in local government and environmental sustainability.
- Perks! Access to an onsite gym.

Application Process

Submit application and resume online at www.calopps.org or the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Submission of a cover letter, data analysis examples, writing samples, and/or outreach campaign materials is encouraged.

Deadline: 5:00 p.m., Monday, December 14, 2015.

Interview Process

Candidates with the most relevant qualifications will be invited, and must be available, for an interview on **Tuesday, January 5, 2016**, or close thereto. Depending on the number of applications, the selection process may be altered.

The Fine Print

The finalist will be required to successfully complete a pre-employment process, including employment verification, a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).